

Executive for Personnel and Administration

1 May 1947

Advisor for Management, ICAPS

Librarian Positions

1. As a result of the recent announcement by the Civil Service Commission of an examination for senior librarians for positions in grades P-3 through P-5, 50 applications were received. I was permitted to review the applications at the Civil Service Commission, and selected nine names for possible consideration by CIG for unfilled Reference Branch positions.

2. There is attached two copies of a list of the nine names, together with a very brief indication of the current situation and possible acceptable grade levels in each case. I have also discussed this list personally with [REDACTED] of ORE, who desires to see the complete Form 57 in each case.

3. Please arrange for action indicated below: 25X1A9a

a. Either obtain copies of the Forms 57 from the Civil Service Commission, or have our Personnel Division make copies at the Civil Service Commission and refer them to [REDACTED]. I would suggest a direct contact with [REDACTED] who permitted me to make the attached list.

b. Coordinate with [REDACTED] with a view to sending a letter similar to the attached draft to each of the individuals whom [REDACTED] desires to have contacted. 25X1A9a

c. Arrange for personal contact with each of the individuals who replies to our letter with an expression of interest, either through a circle field trip or by requesting the individuals to come here for interview, or a combination of these contact methods. The Assistant Director for Reports and Estimates should be consulted in this connection, and authorized to designate an ORE representative to interview these individuals, either here or at their homes if they so desire.

d. Initiate normal employment action in the cases of those individuals, if any, who are recommended for and desire employment with the Reference Branch, ORE.

25X1A9a

2 Incl. Draft of proposed letter
List of names (2 cc) w/orig. memo.

cc: [REDACTED] ORE

25X1A9a

LTS/me

ICAPS-2
LTS-2

In connection with the above and with our conversation on 29 April, I suggest that you make personal arrangements with [REDACTED] to discuss further the possibility of his taking the job as Chief of our Reference Branch. 25X1A9a

L.T.S.